

Colorado

COLORADO BUSINESS RESOURCE GUIDE

**Your success is
Colorado's success.**

partnering for the success of Colorado's businesses:



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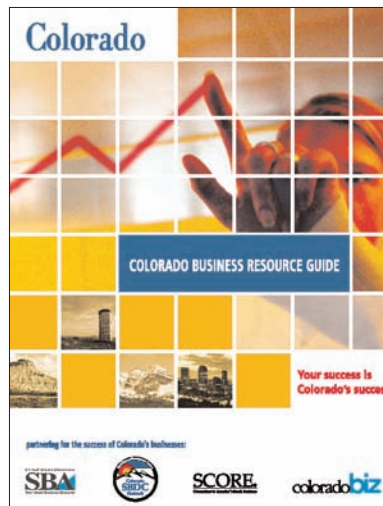
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A PARTNERSHIP FOR BUSINESS SUCCESS – COLORADO STYLE!

DEAR ENTREPRENEUR,

Thank you for requesting The Colorado Business Resource Guide! This book is one of the most successful and comprehensive business start-up guides in the nation. The Colorado Business Resource Guide is made possible by a collaborative effort between federal and state business assistance agencies and the private sector. As federal and state agency budgets are reduced, this public-private partnership has become the most cost-effective way to produce this tremendous guide. Since its inception in 1998, more than 200,000 copies of The Colorado Resource Guide have been distributed to entrepreneurs across Colorado and the nation. This year's partners include: *ColoradoBiz* Magazine, the U.S. Small Business Administration, Colorado District Office, Colorado Office of Economic Development and International Trade, Colorado Small Business Development Centers, and SCORE, Counselors to America's Small Business. There has never been a better time to join Colorado's business community. Over the years, several national publications have ranked Colorado as one of the best places in the country to start, build and grow a new small business. Nearly 98% of all firms in Colorado are considered small. Over 52% of all private sector workers are employed by small businesses. Small business is big business in Colorado! Get involved and take advantage of the support, education and business information outlined in The Colorado Business Resource Guide. Make it a permanent and well-used resource. Our programs will provide invaluable assistance, support and information as you progress through the various stages of your business' growth. Please let us know how we can be of service - we are only a phone call away.

BEST OF LUCK IN ALL YOUR FUTURE BUSINESS ENDEAVORS.



This publication was produced by the U.S. Small Business Administration (SBA) in co-sponsorship with the Colorado Office of Economic Development and International Trade. All of the text in this publication was prepared by the SBA or its resource partners.

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For the SBA office nearest you, check the U.S. Government pages in the telephone directory, visit our website at www.sba.gov, or call the U. S. Small Business Administration's Colorado District Office at (303) 844-2607. For the hearing-impaired, the TDD number is 1-800-844-6538. The FAX number is (303) 844-6490.

THE COLORADO BUSINESS RESOURCE GUIDE

This guide is the product of a joint effort by the Colorado Office of Economic Development and International Trade (OEDIT), the Colorado Small Business Development Centers (SBDC), the U.S. Small Business Administration (SBA), Colorado District Office and SCORE, Counselors to America's Small Business. It provides general information to assist you in starting and maintaining a business in Colorado. This Guide references most city, state and federal forms needed to establish a business in Colorado. Depending on your individual requirements, you may obtain these forms on the Internet or request an individual packet:

- **The application for the Employer Identification Number, Form SS-4**

This application is for a Federal Employer Identification Number (FEIN) which must be filed by all businesses except sole proprietors. A sole proprietor is only required to file this form if he/she will have employees. A sole proprietor without employees may be asked for an FEIN by a banking institution, but it is not required. A Sole Proprietor uses his/her Social Security number for income tax purposes. There is no fee associated with processing the application or issuing an FEIN. You can apply by mail or fax.

- **Industry Specific Licensing Information**

This is included when there are state and/or federal licensing, permitting or registration requirements for your particular business.

- **The Colorado Business Registration, Form CR100**

This is a multipurpose form used to: open state sales and use tax accounts, and establish state withholding and unemployment insurance accounts.

- **The Sales Tax Special Events Application, Form DR0589**

This is the application used to obtain single and multiple event sales tax licenses.

- **City Sales Tax Applications**

These are required for city sales tax licenses or business registration. For city forms, contact the appropriate city clerk.

- **Secretary of State Forms**

To obtain any forms that must be filed with the Secretary of State, please contact the Secretary of State directly at (303) 894-2200 or www.sos.state.co.us

**GOOD LUCK AND BEST WISHES FOR A
PROSPEROUS FUTURE IN YOUR NEW BUSINESS!**



If you need applications or have further questions, please contact:

**SBDC SMALL BUSINESS
HOTLINE**

at (303) 592-5920,

**COLORADO BUSINESS
RESOURCE CENTER**

at (970) 339-6427,
or your local SBDC office or
SCORE chapter listed in
the Sources of Assistance
chapter of this Guide.

This Guide provides basic information for starting a business in Colorado. However, it must be stressed that this is only a starting point. It is not intended to provide legal advice or replace the services of an individual business attorney or accountant. You may need additional permits, regulatory requirements or forms. For example, this Guide does not include operating agreements, by-laws, workers' compensation applications, other insurance applications, or tax returns. Operating your own business will require additional research for planning, marketing, and financing of your business. Local SBDC and SCORE counselors can assist you with many of these issues but cannot provide legal advice.

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